



COPPER ROOM

Capacity: 70
Standard Set-up: 36

NAME:

CONTACT PHONE:

EVENT DATE:

SET-UP TIME:

START TIME AND DURATION OF EVENT:

To complete this form electronically, please save it to your computer before filling it out. Please clearly note preferred set-up configuration on the diagram.

Diagrams must be submitted no later than 2 weeks prior to the event or additional fees will be charged. Additional fees may apply if room set-up is altered from agreement.

- Provided in Room:
- 36 Chairs Around Table
 - 12 Extra Chairs
 - 12 Tables in Hollow Rectangle
 - 2 Catering Tables Outside Room

- Possible Set-Ups (Set-Up Fee Applied):
- ☐ Auditorium (Chairs Only): 70
 - ☐ Cafeteria (Chairs around Tables): 60
 - ☐ Classroom (Chairs on one side of Table): 36

Please note additional equipment needed (chairs, tables, mics, garbage cans etc.):

Please submit completed diagram attn: Capitol Scheduling (fax) 801.538.3221 or capitolscheduling@utah.gov

